

MEMORANDUM

December 2, 2008

TO: George Griffin, Director, Department of Liquor Control

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Department of Liquor Control Performance Plan

The following items were identified for follow up during the December 2, 2008 CountyStat meeting:

1. Revise headline measure #1 (Annual sales growth) to include relevant national and state targets.
Responsible party: Department of Liquor Control (DLC)
Other parties involved: None
Deadline: December 19, 2008
2. Disaggregate headline measures #1 (Annual sales growth) and #2 (Gross profit margin) by wholesale and retail sales.
Responsible party: DLC
Other parties involved: CountyStat
Deadline: January 9, 2009
3. Benchmark headline measure #6 (Sales per retail associate) against other control jurisdictions' performance.
Responsible party: DLC
Other parties involved: None
Deadline: January 16, 2009
4. Supplement headline measure #7 (Percentage of licensees that fail compliance checks) with related sub-measures (i.e. percent of licensees who have repeatedly failed compliance checks, and failed compliance checks by type of offense).
Responsible party: DLC
Other parties involved: CountyStat
Deadline: January 9, 2009
5. Replace headline measure #8 (Number of annual alcohol compliance checks) with an outcome-based performance measure focused on licensees with repeat offenses.
Responsible party: DLC
Other parties involved: CountyStat
Deadline: January 9, 2009
6. Finalize and publish performance plan.
Responsible party: OCP
Other parties involved: CountyStat

Deadline: January 9, 2009

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer